

DIRECTIONS FOR THE FBI/TBI BACKGROUND CHECK

<https://www.identogo.com/services/live-scan-fingerprinting>

A credit card or debit card is required to schedule the FBI/TBI Background Check.

The cost is \$39.15.

You will need a printer in order to print the **confirmation page** once your FBI/TBI Background Check is scheduled.

Go to the following webpage www.identogo.com and click **Get Fingerprinted** then follow the steps below.

1. In the middle of the page you will see: Select Fingerprinting Service by State or Find a Nearest Center
2. Choose a Center that is most convenient to your location. (i.e., Morristown, Middlesboro KY)
3. Click on the **BLUE BOX** where you see the words **Schedule Appointment**. A new page will appear. Scroll down.
4. Click on the box labeled **Digital Fingerprinting**. A new page will appear.
5. On the left side of the page you will see **For New Appointments** in blue. Click on **Schedule a New Appointment** in the green box.
6. A new page will appear. In the center of the page, enter the **service code** closest to your job title:
Teachers: 28TYFX, **Teaching Assistants:** 28TYHT, **Cafeteria Workers:** 28TY9Z
Custodial Workers: 28TYN5, **Bus Drivers:** 28TYJ7, **Substitute Teachers:** 28TYBF If you are uncertain which code to utilize you may enter: 28TYHT - **School Worker-Other**
Click on the blue box labeled **GO**. On the next page click the blue box **CONTINUE**.
7. In the box labeled, ORI Number, Enter: **TN931250Z** then Click on the blue box labeled **GO**.
8. You will see, You have selected to be fingerprinted for **CLAIBORNE CO. BOARD OF EDUCATION**
Click on the blue box labeled **"yes"**. A new page will appear
9. Next, read the Acknowledgement/Release, Click the box beside of the words, **I AGREE** then Click on the blue box labeled **GO**.
10. In the box labeled, Enter a zip code to determine the closest fingerprinting location, Enter **37879** then Click **GO**.
11. On the next page, you will choose the location and date that you would like to schedule your appointment and Click on **Click to Schedule**. You will see a drop down box with times to choose. Click on the time you want then Click on **GO**. A new page will appear then click the blue box **CONTINUE**.
12. Next, you will enter information for all of the boxes with **Red Asterisks**. (In the home address, PO Boxes will not be accepted. You are required to **enter the number** of the physical street address **where you live**. Enter numbers only in the birth date & social security number boxes—do not enter dashes or slashes. The program will do this automatically.)

13. Once you get to the area marked, APPLICANT EMPLOYER INFORMATION enter the following:
Employer Name: **CCBOE** Number: **1403** Street Name: **Tazewell Road** Employer City: **Tazewell**
Employer State: **TN**
Employer Zip: **37879** Occupation: **Education** (Leave the other boxes blank.)

14. Once you have this information entered, Click on the blue box that reads, **SUBMIT**

15. Click **CONFIRM** ---**WAIT**--- do not click on anything until you see your "**Confirmation**" and Print this page.

All applicants are required to provide a copy of the confirmation page. Once clearance has been confirmed, applicants must also provide a copy of their social security card and drivers license to complete the process. Please retain all receipts!